PLANT SCIENCE SAFETY GROUP
Terms of Reference

To advise and make recommendations to the Head, Department of Plant Science and Department Council on matters pertaining to health and safety, and to promote health and safety within the workplace.

Specifically, the Group will:

- Provide assistance in the identification, examination, evaluation and resolution of health and safety concerns within the Department;

- Recommend practical procedures and conditions which will help achieve the highest possible degree of health and safety in the Department;

- Promote education through informational seminars and training programs designed to provide Department members with a thorough knowledge of health and safety issues and their responsibilities regarding health and safety issues;

- Act as a liaison with the University of Manitoba Environmental Health and Safety Office on matters of occupational health and safety;

- Review terms of reference on an annual basis, and make recommendations for revision to Departmental Council.

Composition:
The group is composed of: one academic staff member elected by Plant Science Department Council for a three year term; one graduate student elected by the Plant Science Graduate Student Association for a one year term; and a minimum of four support staff members appointed by the chair of the Plant Science Safety Group for a renewable three year term. Support staff members will include representation from laboratory, greenhouse, and field staff.

The group will elect one member to act as chair. Duties will include scheduling meetings, forwarding correspondence to group members and setting the agenda. The chair will also report relevant safety issues to the Head, Department of Plant Science. The chair will ensure that the group meets at least twice annually.

The group will elect one member to act as secretary. Duties will include recording minutes, providing a copy to each group member and the Head, Department of Plant Science, and keeping a copy on file.